

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE		CHAPTER <u>General Administration</u> STATEMENT NUMBER <u>1.44</u>
SUBJECT: CITIZENS ADVISORY COMMITTEES PROPONENT: <u>Stephen J. Curry, Commissioner</u> <i>Name/Title</i> <u>Commissioner's Office 271-560</u> <i>Office Phone #</i>		EFFECTIVE DATE <u>07/15/05</u> REVIEW DATE <u>04/15/06</u> SUPERCEDES PPD# <u>1.44 & 1.49</u> <u>04/15/04 &</u> DATED <u>05/15/03</u>
ISSUING OFFICER: <u>Stephen J. Curry, Commissioner</u>		DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.		

- I. **PURPOSE:**
To establish a number of citizen advisory committees for each Prison site, Victim Services, Probation/Parole and Community Corrections.
- II. **APPLICABILITY:**
To all staff.
- III. **POLICY:**
It is the policy of the Department of Corrections to seek input and guidance from the citizens of New Hampshire in the development and implementation of strategic planning and policy and procedure directives governing the operations of the department.
- IV. **PROCEDURE:**
- A. Citizens from all over the State of New Hampshire will be invited to join a Citizen's Advisory Committee for each of the following:
 1. New Hampshire State Prison for Men
 2. New Hampshire State Prison for Women
 3. Northern NH Correctional Facility
 4. Lakes Region Facility
 5. Secure Psychiatric Unit
 6. Victim Services
 7. Probation/Parole
 8. Community Corrections
 - B. Each facility, Victim Services, Probation/Parole and Community Corrections will have an advisory committee consisting of at least 10 citizens for a combined number of at least 80 members department-wide.
 - C. The wardens, chiefs of probation/parole and community corrections and the victim services coordinator will propose a slate of advisory committee members for their facility/function to the Commissioner for approval. It is the intent of this policy

- select nominations that are genuinely concerned citizens who have an interest in the operation of the Department of Corrections and who, because of their experience and background, bring a diversity of expertise and opinion. While the focus should be on nominating citizens, instead of those professionals we deal with on a regular basis, they may be members of the business, legal, education, political or medical communities among others. They may also be inmates, parolees, or probationers, family members or victims of crime. The goal of the selection process is to nominate responsible citizens and to develop advisory boards that best serve the interests of DOC.
- D. The Commissioner will advise and request the Governor to appoint all advisory committee members.
 - E. Once appointed, members of these committees will serve a three-year term that may be staggered.
 - F. The various citizen advisory committees will meet at least three times per year, or more frequently, to:
 - 1. Advise the department relative to public concerns about state corrections policies and facility development
 - 2. Assist the department by providing input to improve departmental initiatives.
 - 3. Assist the department by providing guidance relative to legislative issues.
 - 4. Receive input from the public we serve to include business leaders, legal, education, political and medical communities and the public at large.
 - 5. Recommend actions, initiatives, or changes that will improve the delivery of correctional services to the state, or improve the inter-relationship with other activities or agencies at the state, county, municipal and federal level.
 - 6. Advise on policy
 - 7. Advise on strategic planning.
 - 8. Be our eyes and ears into the community.
 - 9. Help facilitate two-way communication with the greater community.
 - 10. Improve access to volunteers, donations and general support.
 - 11. Be sensitive to the needs and concerns of the community and work together with the community to provide input
 - 12. Consider other matters as deemed appropriate.
 - G. A majority of the appointed membership constitutes a quorum. The members shall elect a chair of each committee whose term shall be at least one year but may be longer. The chair, along with the appropriate chief administrator, warden, or director, will set the agenda for each meeting along with the date, time and place of each meeting.
 - H. At the request of the Commissioner, all citizen advisory committees will come together at least once a year as group to address matters of common interest and departmental-wide significance.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition. Standards
2-CO-1A-15

Standards for Adult Correctional Institutions
Fourth Edition. Standards
4-4005

Standards for Adult Probation and Parole Field Services
Third Edition. Standards
3-3017

Standards for Adult Community Residential Services
Fourth Edition. Standards
4-ACRS-7F-05

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Other: